




Approved by: Juan Williams, Commissioner	Policy Number: 12-019 (Rev. 09/02/2022)
Signature: 	Supersedes: 11-026; 98-022; 12-019
Application: Executive Branch Agencies and Employees, Human Resource Officers	Effective Date: August 1, 2013
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-205	Rule: Chapter 1120-02

Filed Positions Moved into the Executive Service

When due to changes within an agency’s organizational structure or the job duties of the position, if a filled position meets the standard as outlined in the “Designating Positions as Either Preferred or Executive Service” policy to move from preferred service to executive service, the position will be designated as misclassified until it is vacated. At the time the position is vacated, the position will then be moved to executive service. The agency shall submit an Electronic Position Change Request (ePCR) to change the status of the position. If a preferred employee accepts an executive service appointment, that employee then becomes part of the executive service.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).